



Department of Energy
Office of Science
Washington, DC 20585

January 30, 2004

MEMORANDUM FOR KATHLEEN BENNER
TEAM LEADER, HEADQUARTERS EMPLOYEE
AND LABOR REALTIONS SERVICES
OFFICE OF MANAGEMENT, BUDGET AND EVALUATION

FROM: JAMES F. DECKER
PRINCIPAL DEPUTY DIRECTOR
OFFICE OF SCIENCE 

SUBJECT: Reorganization Affecting the Office of Science

In accordance with Article 48.03 of the Collective Bargaining Agreement, the information below is being provided in conjunction with the subject restructuring.

1. **Reason for Reorganization:** Streamline and improve management of the Office of Science (SC) through realignment of its Headquarters and Field organization structure. For additional information, see the discussion under the section entitled "Understanding the Current SC Organization (What's Broken?)" in the White Paper attached to the action memorandum approved by Secretary Abraham (Attachment 1).
2. **Names, Position Titles, and Grades of Affected Employees:** See attached crosswalk.
3. **Approved Mission and Function Statements for Existing and Proposed Organizations:**
 - a. The mission and function (M&F) statement for the entire Office of Science been revised to reflect the reorganization and is attached.
 - b. The reorganization does not change the functions of five of the SC Program Offices (Basic Energy Sciences, Biological and Environmental Research, Fusion Energy Sciences, High Energy Physics, Nuclear Physics). The Office of Scientific and Technical Information (OSTI), currently a division of the Office of Advanced Scientific Computing Research, transfers to the proposed Office of Information Management, formerly the Office of Information Technology Management (OITM). The remaining functions of OITM remain unchanged. The current M&F statements for all the Offices mentioned above are attached; the M&F statement for OITM does



not yet reflect the addition of OSTI. (The Program Office M&F statements may be further revised for the formal organization change package to make them more consistent.)

- c. The functions of the proposed Office of Workforce Development for Teachers and Scientists are as described in Item 11 in the Functions Section of the SC M&F Statement-- the functions currently executed by the science education staff attached to the Director's Office. A more detailed M&F has not yet been drafted.
 - d. A draft of the M&F statement for the proposed Office of Budget and Planning is attached. The former Financial Management Division, Office of Resource Management, comprises one division of the proposed office; its functions remain unchanged. The former Office of Planning and Analysis comprises the other half of the new office. Its functions remain unchanged, with two exceptions: the communications function is transferred to the Office of the Director and it receives the Presidential Early Career Awards function from the Office of the Director. The M&F statement for the proposed Planning Division does not yet reflect these changes.
 - e. The functions of the proposed Office of Major Systems Assessment remain unchanged from its predecessor, the Construction Management Support Division, Office of Laboratory Operations and Environment, Safety, and Health. A draft M&F statement is attached.
 - f. A draft M&F statement for the proposed Office of Laboratory Policy and Infrastructure is attached. The functions of the three proposed divisions are identical to those of their originating counterparts: the former Laboratory Infrastructure Division, Office of Laboratory Operations and Environment, Safety and Health; the former Environment, Safety and Health Division, Office of Laboratory Operations and Environment, Safety and Health; and the former Office of Laboratory Policy.
 - g. A draft M&F statement for the proposed Office of Program Direction and Corporate Analysis is attached.
 - h. Draft M&F statements for the nine SC Site Offices and the Chicago and Oak Ridge Offices are available upon request.
4. **Staffing Charts for Existing and Proposed Organizations:** The organization charts for the new organization and their corresponding lists of leadership appointments are attached. Staffing charts for existing affected organizations and proposed organizations are displayed in the attached crosswalk. Staffing charts for all other SC offices in both Germantown and Forrestal remain unchanged, and therefore have not been included.

5. Position Descriptions:

- a. Officially Classified Position Descriptions:
 - i. Position description numbers are located next to each affected employee on the attached crosswalk. Since the duties described in these position descriptions remain unchanged, they have not been attached. Responsibility for the Presidential Early Career Awards will be deleted from Cynthia Musick's position description.
 - ii. It is probable that the position descriptions for personnel located in the proposed Human Resources and Administrative Services Division, Office of Management and Administration will change when plans for integration with the Chicago Office (CH) are completed and approved. (Please note that all members of the existing Human and Administrative Resources Division, Office of Resource Management are not part of the bargaining unit.)
- b. Positions for which Classification is Pending:
 - i. Position descriptions for the Senior Executive Service (SES) positions in Section 6a below are in draft and will be made available if requested. Position descriptions for the four positions described in Section 6b have not yet been drafted.

6. Vacancies:

- a. SES slots will be requested from the Secretary for the Chief Operating Officer (COO); Deputy Chief Operating Officer; and the Managers of the Berkeley, Stanford, and Princeton Site Offices. The COO position will be filled by the current Deputy Director for Operations (Milt Johnson). All remaining SES positions, if approved, will be filled through competitive selection.
- b. Four positions are being created on the immediate staff of the COO. Two of these positions (Senior Acquisitions Advisor and Senior Safety-Security Advisor) are being filled through lateral transfers of two GS-15 division directors from within SC (John Alleva and Van Nguyen). The vacancies created by these transfers are being filled initially by the temporary promotion of Martin Rubenstein and by detailing Jay Larson.
- c. The remaining positions on the immediate staff of the COO (Field Coordinator and Administrative Assistant) will be filled through competitive selection.
- d. Increases in the staffing levels of the Berkeley, Stanford, and Pacific Northwest Site Offices and the Oak Ridge (OR) and Chicago Offices will occur as a result of the transfer of operational support from the Richland (RL) and Oakland (OAK) Operations Offices to OR and CH. These "vacancies" are being filled by Office of Environmental Management employees at RL as a consequence of the transfer of operational responsibility for the Pacific Northwest Site Office from EM to SC and by OAK employees as consequence of the closure of OAK.

7. **Adverse Impacts:**

- a. No employees will be relocated.
- b. A separate competitive area will be established for affected employees who are currently performing functions identified for consolidation with the Chicago Office. These employees are located in the proposed Human Resources and Administrative Services Division, Office of Management and Administration and the proposed SC Programs Interface and Support Division, Office of Acquisitions and Assistance. The six employees of the proposed SC Programs Interface and Support Division will no longer be part of the Germantown bargaining unit.
- c. Members of both divisions transferring to Chicago will no longer be eligible to apply for vacancies advertised exclusively for HQ employees. Dr. Orbach has committed to ensuring that these employees are eligible to apply for vacancies located in SC Germantown and Forrestal offices by requiring that all SC HQ vacancies be targeted to employees duty-stationed in the Washington metropolitan area.

8. **Implementation Schedule:** As soon as possible (reorganization has been approved by Secretary Abraham). A copy of the complete approval package is attached.

9. **Written Employee Notices:**

- a. Written employee notices have not been drafted.
- b. Informal discussions have been held with the affected employees by their supervisors. SC Senior leadership is planning to meet with the most affected HQ employees in Germantown prior to official rollout of the reorganization.
- c. A televideo briefing for all SC employees will be held after our collective bargaining obligations have been met. Project documents and other pertinent information will be posted on the Project's website, and documents related to the reorganization, including the Secretary's approval memo and attachments, will be sent via e-mail to all employees prior to the televideo conference. Senior SC leadership and members of the Project Team will visit many SC sites after the televideo conference to address questions and concerns.

Please contact Camille Torquato (6-9479) or Ed Cumesty (6-9741) if you require additional information or have any questions.

Attachments